



LINKS POND CLUSTER ASSOCIATION
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**Links Pond Cluster Association (LPCA)
Board Meeting Minutes (December / January)
January 10, 2022, 7:00pm**

In Attendance: Five board members were present to conduct business; Mike Mellin, Lyn McPherson, Mark Schoepfle, Vince Mayer, Jane Derrick

Agenda:

- Semi-Annual Meeting preparation / notice
 - The Board voted to cancel the Semi-Annual meeting scheduled for Wednesday, January 12th and move to the previous timeframe of March. Mike will coordinate the email messaging and removal from the LPCA website.
 - The new Semi-Annual meeting will now be March 23rd at 7pm via Zoom. Appropriate details will be sent to the LPCA members as well as posted on our website.
 - The Board will also review if the LPCA and Board would be better served to have the Semi-Annual meeting a true 6 months from the Annual meeting held in July. This would have the Semi-Annual meeting in January, Budget meeting in May, and Annual meeting in July.
- Financials
 - 3rd Quarter dues letter with “late by” end of the month information mailed; reference/contact information document included in the mailing.
 - 2nd Quarter reserve contribution made on December 29, 2021.
 - Financials in good shape except for Maintenance budget.
Due to tree damage (2 big trees down) we have slightly exceeded our Maintenance budget for FY22. Lyn verified the contract signing and when the payments were sent to Blade Runners for the work done. The Board discussed the need to review the landscape budget by either increasing the current line item or bringing the budget back to the previous level/amount used for the past 15-20 years.
- Special Projects
 - Parking Decal Database and parking issues update
 - Details for the parking have been updated electronically and the paper copies of the parking applications have been obtained, the board will review next steps as to management of this special project; and will be discussed at the next Board meeting in February.
 - Email to residents regarding communicating with Walter Alcorn directly. Use Rescue Reston letter, combined with “Why you need to vote again” note and tent meeting notes (which have not been distributed yet).
 - As the LPCA is aware of all the Rescue Reston and voting requested, it was discussed to not publish the tent meeting notes to the LPCA. Mike will have an additional meeting with Walter Alcorn on January 12, 2022 and will provide details after the meeting and the Board can vote on sending information out.
 - Update on meeting with Chris of ProPave regarding paving issue

- As there was nothing in writing to fix the lower parking lot issue with the original contract with ProPave, we will consider this matter closed with them and revisit as needed for any further repair.
 - Engineering Study - Mason & Mason contract signed – work scheduled for May 2022
 - Mason & Mason will need documentation and contracts to complete their Engineering Study reports. Mike will send Lyn the contract details for the sidewalk and paving work completed within LPCA to send in addition to the financials requested for our Level II survey.
 - Vote on revised covenants and resolutions
 - The Board members comments have been incorporated into the latest revision of the LPCA Covenants documents. A final review and vote on these items will occur at the February board meeting.
 - Review of bylaws will be held.
 - The Board will review the updates to the LPCA By-laws to include updates regarding the Fairfax County required policy/procedure regarding notice of electronic meetings, virtual / electronics meetings as well as to update parking items per the updates to the covenants. This review will also take place at the February board meeting.
 - Google drive for cluster documents
 - The LPCA google drive will be a used as a repository to ensure the most up to date information is available.
 - Updating of the reference sheet for LPCA members
 - Will update the reference sheet to remove Special Projects from the title of the Secretary per the LPCA By-laws, correct the date and time of the Annual meeting and include revised Semi-Annual meeting date.
- Landscape
 - New signs from Henry's regarding towing
 - Vince to reach back out to Henry's towing regarding the new signs as they have not yet arrived.
 - Blade Runners received contract renewal for 2022 – 2024
 - Contract signed November 20, 2022, and provided to Blade Runners to continue work for LPCA
- Other
 - Response from RA regarding updated standards regarding architectural shingles and approval of colors for composite decks
 - Mike spoke with Michelle at RA regarding the architectural shingles and deck colors and provided the details on January 11, 2022. The RA Design review board (DBR) will be scheduled as soon as possible; Michelle from RA will reach out if anything additional is needed. Once approved, the LPCA website flipbook from RA will be updated accordingly as well as the LPCA covenants.
 - Reserved parking lettering
 - Will await the repainting in the Spring 2022 for this to be completed.